# YMCA Fun Club

# Parent Handbook 2011-2012

**AMSTERDAM FAMILY YMCA**
58 N. Pawling Street
P.O. Box 280
Hagaman, NY 12086
Phone: 518-842-2130
Fax: 518-842-2131
www.amsterdamymca.com

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

## PROGRAM GOALS

The goal of the Amsterdam Family YMCA Fun Club is to help school age children in grades K-8 grow spiritually, physically, and mentally. The program also strives to provide educational, recreational and leisure activities in both small and large group settings under the guidance of caring, well-trained staff members. YMCA Fun Club gives children an experience that lasts a lifetime!

## PROGRAM OBJECTIVES

The YMCA Fun Club seeks to help participants do the following:

- **Grow Personally**
  Through activities children can grow and discover their own self-worth, setting their own goals and working toward them.
- **Develop Specific Skills**
  Children develop skills related to the activities through content in our curriculum that will stimulate their minds.
- **Improve Personal and Family Relationships**
  We place special emphasis on this objective, as it helps participants grow in their relationships with peers and family members.
- **Become Better Leaders and Supporters**
  Everyone participates in a variety of roles, and everyone is encouraged to both lead and support. Principles of leading and of supporting are taught, practiced, and encouraged.
- **Appreciate Diversity**
  Through equal access for all members of the community, the Y seeks to lift barriers associated with race, creed, sex, ethnic background, or the physically handicapped and to appreciate the rewards gained in this endeavor.
- **Have Fun!**

## PROGRAM DESCRIPTION

The YMCA Fun Club meets the needs of working parents when school is not in session by providing their children in grades K-8 with a variety of activities including arts and crafts, character development, gym games, recreational activities and free time. The YMCA Fun Club is designed to provide a safe, nurturing environment that promotes a sense of physical, intellectual, emotional and social well-being. Children are encouraged to challenge their creative selves and develop new and lasting friendships.

## CURRICULUM ACTIVITIES

- Large and small group games
- Character development
- Arts 'n' Crafts
- Social Skill Building
- Health and Fitness

## SITE LOCATION

Amsterdam Family YMCA located at 58 N. Pawling Street, Hagaman

## HOURS, HOLIDAYS & SPECIAL DAYS

### *Hours of Operation*

The YMCA Fun Club operates on designated school recess days in accordance with the Greater Amsterdam School District calendar as well as when school is closed due to snow or other inclement weather.

- Care begins at 7:00 a.m. and concludes at 6:00 p.m.
- An after hour late fee will be assessed for children who are picked up late. The late fee is $5.00 for the first five minutes plus $1.00 per minute thereafter.

### *Holidays*

To allow staff time with their families, we will be closed on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve – child care ends at 2:00 p.m.
Christmas Day
New Year's Eve - child care ends at 2:00 p.m.

## ARRIVALS, DEPARTURES, ABSENCES & PARTICIPATION

### *Arrival and Departure Procedures*

To ensure your child's safety, please escort them to a YMCA Child Care Staff Member and sign them in and out daily. The Y cannot assume responsibility for children dropped off prior to program opening. Children will not be allowed to leave the program alone.

Only authorized people will be allowed to pick your child up. If someone other than you will be picking up your child, they must be listed on your Authorization List (located on the Registration Form).

An after hour late fee will be assessed for children who are picked up late. The late fee is $5.00 for the first five minutes plus $1.00 per minute thereafter.

### *Absences*

When you enroll your child, we will guarantee his or her space for as long as you need care. However, regardless of the absence of your child (e.g., vacation or illness), our fees are constant to ensure your child's space in the program. **The Y does not credit for missed days.** Your fee pays for direct operating costs, such as: staff, snack, crafts, and other program supplies. All of these must be available for the number of children we have in the program. When you enroll we reserve the time, space, staff, and provisions for your child whether he or she attends.

If your child is going to be absent from the program for any reason, please notify Lisa Zarrelli, YMCA School Age Child Care Director at 842-2130 before that start of the program of the absent day.

### *Participation*

The YMCA's School Age Child Care programs are designed for group participation; therefore, we strongly encourage all children to participate in group activities. If you request that your child not participate in certain activities, he/she will need to remain with their assigned group while observing the activity.

## SNACKS & THINGS TO BRING

Nutritious snacks are provided each YMCA Fun Club day. Please provide your child with a bag lunch.

Please make certain all your children's belongings are labeled as we cannot assume responsibility for lost items. In an effort to be fair to all the children in the program, please do not bring additional toys, sports equipment, radios, computer games or other items from home unless specifically requested.

## PARENT VISITS & EVALUATIONS

Parents are invited and encouraged to visit our program at any time. We welcome your comments or suggestions and encourage you to talk with our staff. Each program site is visited and evaluated on a regular basis to ensure consistent, quality delivery in the following areas: Safety (first aid, staff ratios, emergency procedures, sign-in and sign-out procedures), Program Management (cleanliness/appearance of staff and communication with parents), and Program Content (goals, schedules, enrichment and character development activities). A key factor in our observations is to ensure that all children are engaged and enjoying the program.

## REGISTRATION, RATES, RESERVATIONS & PAYMENT

***Registration***

All registration forms must be completed and brought to the Amsterdam Family YMCA **5 DAYS PRIOR TO** your child's start date in the program. The Y requires the following for registration in our YMCA Fun Club:

- YMCA Fun Club Program Registration Form
- Signed Parent Statement of Understanding (YMCA Form)

Children enrolled in any of the Before and After School Care programs run by the Y are automatically enrolled in the Fun Club, however, the Fun Club cost is **NOT** included in your program fees. Fun Club is a separate program requiring you to sign-up your child for days when care is needed and additional fees apply.

***Rates***

| | | |
|---|---|---|
| **Registration Fee:** | None | |
| **Cost:** | Daily Rate | $ 30.00, 10% off 2nd child |
| | Weekly Rate | $139.00, 10% off 2nd child |

***Reservations & Payment***

Deadline for reserving a spot for your child is no later than the Wednesday before the week of the Fun Club day(s) attending. Fees must be paid at time of reservation.

Fees for SNOW DAYS are due when you drop your child off for the program.

Payments are accepted at the YMCA Member Services Desk and via mail or by phone for credit card charges. All payments are to be made by cash, check, money order or credit card (Visa or Master Card). Checks are to be made payable to: AMSTERDAM FAMILY YMCA.

DSS is accepted. Parents must have all DSS paperwork completed and processed before child is allowed to start. Families receiving assistance from DSS are responsible for paying their co-pay and any remaining difference between the total tuition cost and the amount DSS pays.

***Refunds***

Refunds are made only for absences that are in excess of three consecutive days, and only in the event of serious injury or illness certified by a doctor.

## FINANCIAL ASSISTANCE

***Financial Assistance***

The Y strives to ensure that families of all income levels are able to participate in our programs. Our "Open Doors" financial assistance program allows parents the opportunity to receive quality care for their children without causing undue financial difficulties. Please contact the Y office for additional information regarding assistance or download the application at amsterdamymca.com.

## MEDICAL INFORMATION

***Medications***

A Medication Form with all state required information must be filled out by a physician and signed by the parent. You can request a form from the YMCA School Age Child Care Director.

Medication is stored in a locked box at the program center and should not be sent with your child. At no time should a child have medication on his/her person or belongings. Many medications that seem harmless to your child may cause allergic reactions or damage to other children.

***Accident Insurance***

The Y does not provide accident insurance for your child. Participants are responsible for their own accident insurance when using the Y and when participating in Y programs off-site.

***Illness***

If a child becomes ill at the program, Y Staff will notify the parent or guardian. Children who are ill must be picked up immediately and be kept at home until they have recovered. A child must be fever free for twenty-four hours before returning back to the program. If a child develops a contagious disease, please inform us immediately.

***Medical Emergency***

If a child is injured while in Y care, staff will administer basic first aid and contact the parent or guardian as well as the YMCA School Age Child Care Director. If necessary, 9-1-1 will be called to transport the child to the nearest hospital. If any accident is deemed to be of minor nature, your will be told of the accident when you arrive to pick up your child.

## DISCIPLINE POLICY AND RULES

***Discipline Policy***

It is our intent that each child enjoys the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist him/her and to know that we expect him/her to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior.

Please review these Character Guidelines with your child.

1. Take charge of yourself – "I am responsible for MY actions and MY belongings."
2. Speak for yourself – "I will only say nice things about other people."
3. Listen to others – "I will listen as intently as I wish to be heard."
4. Show respect – "I will follow the instructions of staff at all times. I will leave my group only with permission. I will touch only my belongings."

5. Take care – "I will keep the building and equipment neat, clean and safe."

***Rules***

Our utmost concern is the safety and welfare of the children in our care. Please be sure that your child is aware of the rules and abides by them. Violation of these rules may result in a child being dismissed. If a child willfully and repeatedly disregards the behavioral expectations, or endangers the safety of him/herself or others, the School Age Child Care Director may see fit to dismiss the child. All dismissals are without refund.

Behaviors which are <u>not tolerated</u> in the YMCA Fun Club and could result in suspension from 1-5 days or immediate dismissal from our program are as follows:

1. Lack of respect to staff or to other children (talking back, verbal and/or physical abuse)
2. Fighting or harming another person. (punching, slapping, pushing, kicking, biting, etc.)
3. Damage to property
4. Stealing
5. Using foul language
6. Behavior poses a danger or threat to themselves, other children, or Y staff

***Consequence Plan***

Should behavior problems arise, we will initiate the following steps:

*FIRST Offense*

Reasoning & Redirection: Staff will implement redirection and/or one-on-one communication. Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

*SECOND Offense*

Removal from Specific Activity: When reasoning has been pursued and has not changed behavior, staff will remove child from the activity for a brief time out or loss of privilege. Parent will be notified of the behavior at pick up.

*THIRD Offense*

Parent Conference: If the behavior persists and the staff has attempted a variety of disciplinary measures, the YMCA staff will notify the YMCA School Age Child Care Director to decide upon a disciplinary plan which may include a discipline report. A discussion between the School Age Child Care Director and parent will occur. At this time, the child may be eligible for suspension or dismissal from the program. Our goal is to define what specific changes in behavior need to be made to help the child be successful in the program.

# Amsterdam Family YMCA

Fun Club Registration Form 2011-2012

**Fun Club**

For Grades K-8

## CHILD

Name: _____ Birthdate: _____ Sex: _____ Age: _____

School: _____ Grade: _____

## 1st PARENT/GUARDIAN

Name: _____ Authorized to Pick Up: Yes No

Address: _____ Emergency Contact: Yes No

City: _____ State: _____ Zip: _____

Home Phone#: _____ Cell/Pager: _____

Email:_____

Company/Employer Name: _____ Work Phone#: _____

## 2nd PARENT/GUARDIAN

Name: _____ Authorized to Pick Up: Yes No

Address: _____ Emergency Contact: Yes No

City: _____ State: _____ Zip: _____

Home Phone#: _____ Cell/Pager: _____

Email: _____

Company/Employer Name: _____ Work Phone#: _____

## AUTHORIZED PICK-UP/EMERGENCY CONTACTS

Please list anyone allowed to pick-up your child. Identification by photo ID may be required at any time.

Name 1: _____ Relationship to Child: _____

Phone#: _____ 2nd Phone#: _____

Authorized to Pick Up: Yes No Emergency Contact: Yes No

Name 2: _____ Relationship to Child: _____

Phone#: _____ 2nd Phone#: _____

Authorized to Pick Up: Yes No Emergency Contact: Yes No

## MEDICAL INFORMATION

Physician: _____Phone #:_____

Family or Child's medical insurance company: _____

Policy/Group #: _____ Name of Policy Holder: _____

Please indicate any disabilities or illness which your child currently has:_____

_____

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Please list any allergies or dietary restrictions your child has:_____

_____

Please list any medications (Oral, Inhalants, Injections) your child routinely uses:_____

_____

My child may participate in all YMCA activities except:_____

_____

**PARENT/GUARDIAN AUTHORIZATION:** I understand that the YMCA does not provide accident insurance or health insurance for my child. Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs off-site. This health history is correct so far as I know and the person herein described has permission to engage in all prescribed child care activities except as noted above. The undersigned hereby agree to hold harmless and indemnify the Amsterdam Family YMCA of and/or any of its employees and/or volunteers from and against any claims, demands, liability, costs of suit, damages, loss, and/or judgments in connection with any use of the YMCA properties.

**EMERGENCY AUTHORIZATION:** I hereby give permission to the medical personnel selected by the YMCA staff to order x-rays, routine tests, and treatment for my child, and in the event I cannot be reached in an emergency, I hereby give permission to transport, to hospitalize, to secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child as named above. I accept financial responsibility if such treatment is necessary. I understand that this consent does not waive or diminish my rights.

**SUNSCREEN RELEASE:** I hereby give permission for the staff of the Amsterdam Family YMCA to apply sunscreen to my child while participating in the YMCA programs.

_____ _____

**Signature of Parent/Guardian** **Date**

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***OFFICE USE*** **REGISTRATION FEE: NONE**

☐ Check/Money Order Check #_____ ☐ Cash ☐ VISA/Master Card Amount: $_____

Staff Initials_____ Date Recvd_____ Receipt #_____

Private OR Agency_____ PC entry date_____ Billing Box date_____

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# Amsterdam Family YMCA

## YMCA Fun Club 2011-2012

## Parent Statement of Understanding

Child(ren) Name(s):_____

Please read the following information carefully. You and/or your child will be held accountable for the following policies:

1. I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff member is there to receive and supervise my child.

2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff. Any person authorized to pick up my child must be listed with the YMCA Child Care Office.

3. Should I, or another authorized person, arrive to pick up my child with the appearance of being under the influence of alcohol or drugs; I am aware that YMCA staff, for the child's safety, may contact the proper authorities.

4. I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

5. I understand that I will be charged late fees as detailed in the parent handbook should I fail to pick up my child by the scheduled end of the program.

6. I understand that YMCA staff is not allowed to babysit or transport children at any time outside of YMCA programs.

7. I understand that reservations and fees must be paid no later than the Wednesday before the week of the Fun Club day(s) attending.

8. I understand that fees for SNOW DAYS are due when my child is dropped off for the program.

9. I understand that my child's photograph may be used for promotional purposes.

10. I understand that participation in the program may be terminated for verbal abuse to any YMCA staff member by me or my child and that a refund will not be granted for involuntary termination.

11. The Amsterdam Family YMCA Board of Directors may, at their discretion, adjust the rate plan applicable to child care. I understand that I will receive at least a four week notice prior to any such change.

12. Should any payment not be honored by my bank or credit card company for any reason, I understand that I am still responsible for that payment and an additional $20.00 service charge applied by the YMCA. This is in addition to any service fee my credit card company or bank may require.

13. I have received, read, and agree to follow the rules, guidelines, procedures, and policies described in the YMCA Fun Club Parent Handbook.

I have read, understand, and agree to all of the statements above.

_____ _____

Parent Signature Date

**Return original to YMCA with registration form. Keep a copy for your files.**

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